




Peter Franchot
Comptroller

Dhiren V. Shah
Director
Central Payroll Bureau

MEMORANDUM

TO: All State Agencies
Payroll Offices

FROM: Yalinda Givens 
Supervisor, Regular Payroll Operations

DATE: February 4, 2020

SUBJECT: **Advanced Schedule for Regular Payroll-
Pay Period Ending February 11, 2020**

This is a reminder that a state holiday occurs on Monday, February 17, 2020. Therefore, payroll- processing schedules will be advanced for the pay period ending February 11, 2020. ETRs will be updated and available for posting on Wednesday, February 5, 2020 after 9:00 a.m.

All ETRs must be approved by Wednesday, February 12, 2020 no later than 3:00 p.m.

If you have further questions, you may call any of the payroll operations staff at 410-260-7401.